



# California Environmental Protection Agency

Air Resources Board • Department of Pesticide Regulation • Department of Toxic Substances Control  
Integrated Waste Management Board • Office of Environmental Health Hazard Assessment  
State Water Resources Control Board • Regional Water Quality Control Boards



Alan C. Lloyd, Ph.D.  
Agency Secretary

Arnold Schwarzenegger  
Governor

Certified Mail: 7000 0600 0027 1155 3038

March 28, 2006

Ms. Melissa Martel, Senior Hazardous Materials Specialist  
Humboldt County Environmental Health Division  
100 H Street, Suite 100  
Eureka, California 95501

Dear Ms. Martel:

The California Environmental Protection Agency (Cal/EPA) conducted a program evaluation of Humboldt County Environmental Health Division Certified Unified Program Agency (CUPA) on August 16, 2006. The evaluation was comprised of an in-office program review. The state evaluator completed a Certified Unified Program Agency Evaluation, Summary of Findings with your agency's program management staff, which includes identified deficiencies, preliminary corrective actions and timeframes. Two additional evaluation documents are the Program Observations and Recommendations and the Examples of Outstanding Program Implementation.

I have reviewed the enclosed copy of the Summary of Findings and I find that Humboldt County Environmental Health Division programs performance is satisfactory with some improvement needed. Cal/EPA's Unified Program staff will coordinate with your agency to track the correction of any identified deficiencies over the time frame and schedule included in the Summary of Findings.

Thank you for your continued commitment to the protection of public health and the environment. If you have any questions or need further assistance, you may contact Jim Bohon, Manager, Cal/EPA Unified Program at (916) 327-5097 or [jbohon@calepa.ca.gov](mailto:jbohon@calepa.ca.gov).

Sincerely,

Don Johnson  
Assistant Secretary  
California Environmental Protection Agency

Enclosures  
cc: See next page

Melissa Martel  
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cc: Mr. Jim Clark, Hazardous Materials Unit Supervisor (Sent Via Email)  
Humboldt County Environmental Health Division  
100 H Street, Suite 100  
Eureka, CA 95501



STATE OF CALIFORNIA  
ENVIRONMENTAL PROTECTION AGENCY



Alan C. Lloyd, Ph.D.  
Agency Secretary

**CERTIFIED UNIFIED PROGRAM AGENCY EVALUATION  
SUMMARY OF FINDINGS**

Arnold  
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Governor

**CUPA: Humboldt County Environmental Health Department**  
**Evaluation Date: August 16, 2005**

**EVALUATION TEAM LEADER**

**Cal/EPA: Tina Gonzales**

This Summary of Findings includes the deficiencies identified during the evaluation, observations and recommendations for program improvement, and examples of outstanding program implementation activities. The evaluation findings are preliminary and subject to change upon review by state agency and CUPA management.

Questions or comments can be directed to Tina Gonzales at (916) 322-2155.

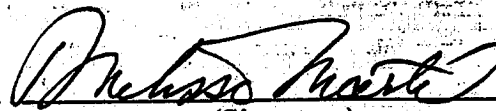
	<b><u>Deficiencies</u></b>	<b><u>Preliminary Corrective Action</u></b>	<b><u>Timeframe</u></b>
1	The CUPA is not implementing and enforcing the requirements of the business plan program for all regulated businesses. The CUPA is not regulating farms that are subject to the business plan program. Farms have not submitted a business plan to the CUPA and have not been inspected for compliance with the program. There is a new County Agricultural Commissioner who took over the Ag Commissioner's Office and who had not been approached on the subject of Farm inspections in the County yet.	Incorporate the Farms in the County in the Business Plan program, obtain staff and have staff assigned to this side of the program as part of the inspection team. Meet with and confer with the Agricultural Commissioner's Office on the subject of Farm inspections and the Business Plan Program. Develop a procedures manual in conjunction with the Ag Commissioner's Office.	Within the next year, obtain staff to assist on the business plan portion of the Farm Program and incorporate guidelines and written procedures into a document for inspecting farms  <b>Time Frame for correction: 1 Year</b>
2	The CUPA does not have a Customer Service Survey form as a tool to receive public/business feedback or comments.	Develop a Customer Service Survey form with procedures so that the forms can be mailed out to the regulated businesses and placed	Customer Service Survey Form and Procedures for annual mail out. <b>Timeframe for Correction:</b>

**Certified Unified Program Agency (CUPA)  
Evaluation Summary of Findings**

		on the public service counter to obtain feedback. It can be mailed out annually to businesses and those returned can be maintained in the office for comparison with prior year's feedback.	90 days
3	The CUPA is behind in their Hazardous Waste and CalARP inspection frequencies.	The CUPA has set a goal to inspect all programs by September 2005, and afterward hope to maintain all these 3 year inspections every 2 years. The procedures are in place for the inspectors although they are short-staffed by one inspector currently.	Continue the inspection frequency identified as the goal and complete these inspections by September and keep up to date no longer than every 3 years.  <b>Time Frame for Completion: 1 year</b>
4	The CUPA does not have a consolidated Permit program Plan and procedures to include check for completeness, technical review, procedures for tracking permits, and a flow chart.	The CUPA is working on a County Permit Ordinance in conjunction with the County Board of Supervisors to resolve this issue	Continue to work with the Board of Supervisors with the resolution of this matter to consolidate the program. <b>Time Frame for Completion: 1 year</b>

**CUPA Representative**

Melissa Martel  
(Print Name)

  
(Signature)

**Evaluation Team Leader**

TINA M GONZALES  
(Print Name)

Tina M. Gonzales  
(Signature)

Certified Unified Program Agency (CUPA)  
Evaluation Summary of Findings

**EXAMPLES OF OUTSTANDING PROGRAM IMPLEMENTATION**

1. The CUPA has made a good concentrated effort at correcting the deficiencies from the last evaluation dated February 2002. All but one of the deficiencies has been addressed/corrected at this point. The attachment sent in with the CUPA responses to the Evaluation is a good tool to show dates of completed correction of deficiency along with the projected timelines for completion.
2. The CUPA has a current revised Area Plan dated 2003 to replace an older 1997 version on file.
3. The CUPA employees are attending annual training/conferences each year and keeping up to date with Hazardous Waste class training.
4. The CUPA is doing an outstanding job of annual inspection of UST facilities every year.
5. The CUPA is working on a goal to have all their 3 year inspections done within a 2 year time period except for UST which are completed annually.
6. The CUPA has been doing an excellent job of sending in their Summary Reports early the last 3 years, some as early as 1 month.
7. The CUPA has incorporated good information on their Hazardous Materials Program on the County Environmental Health Site including: Definitions of Hazardous Materials, Requirements, compliance, and penalties for non-compliance, release response and reporting, Business Plans and UST Forms, and contact information.
8. The CUPA Senior Hazardous Materials Specialist frequently attends the Northern CA CUPA Forum Meetings and CUPA Training Committee meetings.
9. The public front counter has many informational brochures and pamphlets available for Environmental, Health and Business use.

1. The first part of the document is a letter from the President of the United States to the Congress.

2. The second part is a report on the state of the Union, which includes a summary of the administration's policies and a list of the major accomplishments of the year.

3. The third part is a report on the state of the Treasury, which includes a summary of the financial condition of the government and a list of the major accomplishments of the year.

4. The fourth part is a report on the state of the War Department, which includes a summary of the military operations and a list of the major accomplishments of the year.

5. The fifth part is a report on the state of the Navy Department, which includes a summary of the naval operations and a list of the major accomplishments of the year.

6. The sixth part is a report on the state of the Department of the Interior, which includes a summary of the land and mineral resources and a list of the major accomplishments of the year.

7. The seventh part is a report on the state of the Department of Justice, which includes a summary of the judicial system and a list of the major accomplishments of the year.

8. The eighth part is a report on the state of the Department of Education, which includes a summary of the educational system and a list of the major accomplishments of the year.

9. The ninth part is a report on the state of the Department of Agriculture, which includes a summary of the agricultural production and a list of the major accomplishments of the year.

10. The tenth part is a report on the state of the Department of Commerce, which includes a summary of the commercial activities and a list of the major accomplishments of the year.

11. The eleventh part is a report on the state of the Department of the Coast and Geodetic Survey, which includes a summary of the surveying work and a list of the major accomplishments of the year.

12. The twelfth part is a report on the state of the Department of the Fish and Game, which includes a summary of the fishing and hunting activities and a list of the major accomplishments of the year.